

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WOTC
	CORRESPONDENCE SYMBOL OWI
	DATE August 6, 2013

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 34-12, CHANGE 1

TO: ALL STATE WORKFORCE ADMINISTRATORS
ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

FROM: ERIC M. SELEZNOW /s/
Acting Assistant Secretary

SUBJECT: Non-Substantive Changes to Work Opportunity Tax Credit (WOTC) ETA Form 9061

1. **Purpose.** To inform the State Workforce Agencies (SWAs) of non-substantive changes made to ETA Form 9061, “Individual Characteristics Form.”

2. **References.**

- Training and Employment Guidance Letter (TEGL) No. 34-12, *Work Opportunity Tax Credit (WOTC) Information Collection Revised Reporting and Processing Forms.*

3. **Background.** The legislative authority for all WOTC non-veteran target groups and for the Empowerment Zones (EZs) expired on December 31, 2011. On January 2, 2013, President Obama signed into law the American Taxpayer Relief Act of 2012 (Pub. L. 112-240). The Act retroactively reauthorized EZs and the WOTC program from December 31, 2011, through December 31, 2013.

The new provisions required that ETA revise three of five Employment and Training Administration (ETA) WOTC program forms to reflect the legislative changes. ETA received Office of Management and Budget approval to make changes to ETA Form 9058 - Report 1, “Certification Workload and Characteristics of Certified Individuals”; ETA Form 9061, “Individual Characteristics Form”; and ETA Form 9062, “Conditional Certification.” ETA incorporated these changes into the “April 2013” versions of these forms issued through TEGL No. 34-12.

4. **Non-substantive Changes to ETA Form 9061.** ETA Form 9061 has always been a two-page form. The “April 2013” version of ETA Form 9061 was inadvertently formatted to be a three-page form when issued through TEGL No. 34-12.

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Since WOTC is a paper-based process in many states, and an extra page would contribute to additional processing time and resources, ETA adjusted the spacing to produce a 2-page version of ETA Form 9061. This change makes ETA Form 9061 a more cost-effective document for the SWAs and the participating employers. ETA also made some formatting and numbering adjustments to the form.

This TEGL 34-12, Change 1 transmits the “July 2013” version of ETA Form 9061. As the adjustments are minimal and non-substantive in nature, SWAs should accept either the “April 2013” or the “July 2013” version of Form 9061 from employers. The timelines outlined in Section 6 of TEGL No. 34-12 still apply.

5. Action Required. SWA administrators are requested to:

- Distribute this information to the appropriate WOTC State Coordinators and related program staff, employers and their representatives, participating agencies and other interested partners, and
- Inform all SWAs, WOTC program partners, and employers and their representatives that the “July 2013” version of ETA Form 9061 is available at: www.doleta.gov/wotc.

6. Inquiries. Direct all questions to the appropriate Regional WOTC Coordinator. A directory with complete contact information is available on the WOTC program Web site at: http://www.doleta.gov/business/incentives/opptax/Regional_Contacts.cfm.

7. Attachment.

- ETA Form 9061, “Individual Characteristics Form, Work Opportunity Tax Credit.”

All reporting and processing forms are also available on WOTC’s Web site at: <http://www.doleta.gov/business/incentives/opptax/forms.cfm>.